

# The 10 Minute Guide to IFC President

As the President for your IFC, you will be looked at as the face of the fraternity community by faculty, staff, students, and visitors of the campus. It is important that as IFC President, you are knowledgeable and articulate on current issues that are important to the fraternity/sorority community.

## Internal Duties:

- Provide guidance and focus to the efforts of the IFC General Body and Executive Board
- Preside over all meetings of the IFC General Body and Executive Board
- Visit with member fraternities regularly to determine what needs are not being met as well as learning which IFC efforts are particularly strong
- Build rapport and establish positive working relationships between IFC and member fraternity leaders
- Assume responsibility, appoint a designee, to ensure records of all IFC correspondence and activities are being kept for officer transition purposes
- Cast the final vote in the event of a tie
- Maintain current information for accurate fraternity rosters

## External Duties:

- Serve as the official spokesperson for the fraternity community
- Work to cultivate an open and honest dialogue with campus and local media in order to better tell the story of fraternity in your community and advocate for the fraternal experience
- Establish a positive working relationship with campus and local law enforcement agencies
- Regularly interact with the leaders of other fraternity/sorority governing councils, student government, and other campus organization leaders to promote collaboration, shared experiences, and the ideal of community
- Consult and inform student affairs staff including the IFC Advisor and Chief Student Affairs Officer on campus
- Establish a working relationship with key administrators including the IFC Advisor, the Dean of Students/Vice President of Student Affairs, and the College/University President

## Fostering Relationships

**As the spokesman of the fraternity community, it is important to establish and maintain relationships with various stakeholders.**

### IFC Advisor

- Communicate as much as possible with the IFC Advisor
- Inform the IFC Advisor about any potential problems before they arise
- Be transparent with the goals and direction of the IFC Executive Board as well as the needs of the member fraternities
- Solicit their opinion, assistance, and support for IFC policies, programming and initiatives
- Use their expertise to help drive your own decisions

### Campus Administrators

- One-on-one meetings are best for administrators
- Host as many meetings as possible by delegating different departments to IFC members
- Communicates a willingness to listen, establishes rapport, and helps align the goals of the institution and IFC
- Consciously facilitate a forum. This setting could be a business meeting, a formal reception, or an informal working lunch depending on the needs and size
- Set an agenda and make sure all parties involved are looking to increase awareness, understanding, and appreciation of the common goals and interests

### Member Fraternities

- An IFC President must constantly solicit opinions from fraternity presidents, officers, and community members.
- Building good relationships with member fraternities is essential to creating credibility.
- Having IFC Executive Board officers who are visible and approachable helps demystify the IFC.
- Visiting all member fraternities communicates a willingness to listen to members' needs and concerns.

### Campus Media

- The IFC should work with campus newspaper officials to support a reporter assigned to cover fraternity news.
- The relationship with the campus newspaper and reporter will take time to nurture.
- It is worth the energy spent as part of a continual public relations effort to enhance the fraternity community image.
- The fraternity community cannot tell the story of the fraternity experience if that story does not reflect the real experience

## Student Organizations

- Maintain positive relationships with organizations such as student government, campus programming board, residence hall association, and multicultural student groups.
- Hold joint meetings with officers of major student organizations on campus. Other meetings might be more formal gatherings where campus officials or community leaders are invited to make presentations.
- IFC Executive Board officers should personally develop relationships with key campus leaders from other student group.
- Spending time with other organizational leaders increases the IFC information base and builds rapport and credibility.
- By pooling resources with other organizations, the IFC can provide a higher level of service to its members while simultaneously developing a positive working relationship and better understanding between groups.

## Campus/Local Law Enforcement

- This relationship allows police officers to discuss their services and methods of operations.
- Law enforcement agencies can provide educational programming and safety awareness services.
- Establishing rapport allows the police to voice their concerns about the behaviors of the fraternity community in a forum that is outside of any potential responses to behavior.
- The IFC leadership should meet with officials at least twice a year.
- Meet with all officers responsible for the territory where fraternity houses are located. (If housing exists)

## Alumni

- IFC leaders should meet at least twice a year with fraternity alumni leaders, member fraternity advisors, and house corporation representatives to proactively discuss important issues in the fraternity community.
- IFC Executive Board officers should actively work to develop this relationship, keep alumni informed of the current state of the fraternity community.
- Work to utilize the professional expertise of local alums to aid in the organizational or skill development of IFC officers, representatives and community member

## IFC Executive Board Officer Transition

An officer transition meeting and/or retreat needs to take place following Executive Board elections and prior to officer installation.

### **Some discussion points for the transition meeting and/or retreat should include the following:**

- All projects completed during the past year
- Projects pending for the coming year
- Identification of campus and local contacts
- Explanation of budgetary procedures and reimbursements
- Communication with member fraternities and IFC Representatives
- Communication with other council counterparts
- IFC Advisor resources and campus facility use guidelines
- Relationships with campus and local media
- IFC officer duties and committee activities
- Tips for success/ identification of areas in need of improvement

## Crisis Management

While crisis is something that everyone works hard to prevent, sometimes it is unavoidable. Planning for crisis involves thinking about the worst-case scenario and developing plans to manage effectively those scenarios. It is the responsibility of every IFC Executive Board officer to know what to do in case a crisis occurs.

### **Some questions to consider when creating your crisis management plan include:**

- What is the role of the IFC President, IFC Executive Board officers, and the IFC advisor during any crisis situation?
- Who is empowered to speak publicly on behalf of the IFC?
- Who fills in for the IFC President in his absence?

### **Key scenarios that the IFC should plan for in their crisis management plan are:**

- Non-life threatening emergency (i.e. non-fatal injuries)
- Non-life threatening emergency during an IFC event
- Social event emergency (i.e. FIPG Risk Management Policies are not being followed)
- Natural disasters (i.e. Hurricane, tornado, fire)
- Life threatening emergency that occurs during an IFC event
- Life threatening emergencies
- A death in the fraternity/sorority community

Include listing of campus services including campus police, the campus health and counseling center, office of residential life, and the office of the dean of students in any crisis management plans.